**Mission:**
To empower and transform a global community of learners.

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**Academic Senate Meeting Minutes**

**Thursday, February 6, 2014**

2:10-4:00 p.m.

rm. 6203

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**Governing Council Officers**

- **President:** Leigh Anne Shaw
- **Past President:** Nick Kapp
- **Vice President:** Kate Williams Browne
- **Secretary:** Vacant
- **Treasurer:** Tiffany Schmierer

**Committee Chairs**

- **Curriculum:** Jacqui Escobar & Nick Kapp
- **Educational Policy:** Stephen Fredricks
- **Research:** Mousa Ghanma
- **Professional Personnel:** Zachary Bruno
- **AFT rep (ex-officio):** Vacant

**Division Representatives**

- **Language Arts:** Nathan Jones
- **Kinesiology/Athletics/Dance:** Amber Steele
- **Science/Math/Technology:** Carmen Velez
- **Social Science/Creative Arts:** Tony Jackson
- **Business:** Ed Yee
- **Counseling:** Nate Nevado

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**Opening Procedures**

<table>
<thead>
<tr>
<th>Item</th>
<th>Presenter</th>
<th>Time</th>
<th>Details</th>
<th>Action/ Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to order</td>
<td>President</td>
<td>1</td>
<td>Shaw 2:11pm</td>
<td>Procedure</td>
</tr>
<tr>
<td>Roll/Introductions</td>
<td>Secretary</td>
<td>1</td>
<td>Shaw, Kapp, Escobar, Ghanma, Velez, Fredricks, Harris, Jones, Bruno, Steele, Browne</td>
<td>Procedure</td>
</tr>
<tr>
<td>Consent agenda</td>
<td>President</td>
<td>0</td>
<td>There are no items up for consent today.</td>
<td>Action</td>
</tr>
<tr>
<td>Adoption of today’s agenda</td>
<td>President</td>
<td>1</td>
<td>M: Ghanma /S: Jones /U</td>
<td>Action</td>
</tr>
<tr>
<td>Adoption of previous minutes</td>
<td>President</td>
<td>1</td>
<td>M: Browne /S: Ghanma /U</td>
<td>Action</td>
</tr>
<tr>
<td>Public Comment</td>
<td>Public</td>
<td>3</td>
<td>Fredricks: Scholarships are due 02/13/14! Please encourage students to apply!</td>
<td>Information</td>
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**Standing Agenda Item**

<table>
<thead>
<tr>
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</table>
| Officers’ and Standing Committee Reports | Officers and Reps | 25   | President’s/Vice President’s Report
  - ACCJC Proposed changes to accreditation standards are out and posted on front page of Skyline Academic Senate website. Input on revisions invited until April 30.
  - **College Governance** – no report
  - **College Budget** – no report
  - **Institutional Planning** – no report
  - District (DAS, DPGC, DSPC) – no report
  - Treasurer’s Report – no report
  - **Research** – no report
  - **Curriculum** – Met 2 weeks in a row to meet 2/05/14 deadline for Fall course offerings.
  - New programs and curriculum: HTM (Hospitality and Management) MEDA (Medical Assistance Program); | Information         |
• CC continues to ensure that qualified faculty are primarily responsible for developing new curriculum. Currently looking at the Curriculum Handbook to make sure that this process is spelled out in an understandable manner.
• Curriculum Conference in February in Napa; focusing on general ed.
• Comprehensive program reviews begin in April.
  o developing a rubric for reviewers to use
  o effective dates for courses need to be changed in CurricUnet
  o courses with significant change to delivery must be approved
  o items requiring updates: textbooks, typos, rationale for nonsequential course pre-reqs, errors from crossover into CurricUnet.

Q: If there are courses with prerequisites, does program review show prerequisites? A: Yes.

Q: Is there a document to help direct us for updating? A: Yes.

Ed Policy – no report
Professional Personnel – no report

Other reports

Officers and Reps 10

ASSC – Harris:
Black History month events. Trying to get student to take advantage of opportunities presented to them. Event Tue 2/11/14 - Love yourself, love your culture. Student facilitated discussion. Elections are coming up!

AFT – no report
SEEED – Narrowing focus for SEEED, considering name change.
Classified Senate – no report

New Senate Business

<table>
<thead>
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<tr>
<td>Transportation survey</td>
<td>Richard Hsu</td>
<td>10</td>
<td>Survey on transportation needs being conducted. Senate is asked to endorse/support this survey. Hsu: Presentation on Transportation Survey &amp; discussion of the “Challenge of the Last Mile”; presentation of survey (available on AS web site under minutes and agendas) Will be administered by email for Faculty/Staff, in-class for students. Concern that asking for both zip code and make/model of car appears to be intrusive. Suggestion to explain the purpose (to analyze emissions impact) so as not to alarm.</td>
<td>Information</td>
</tr>
<tr>
<td>Topic</td>
<td>Proposal/Agenda Item</td>
<td>Vote</td>
<td>Description</td>
<td></td>
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<td>Suggestion to cover the idea of shuttles between campuses</td>
<td></td>
<td></td>
<td>Motion to endorse the survey: Kapp / S:Ghana /U</td>
<td></td>
</tr>
<tr>
<td>Current Charge of the PROFESSIONAL PERSONNEL COMMITTEE</td>
<td>Bruno 5</td>
<td></td>
<td>Proposed changes to PPC charge All responsibilities of the Professional Personnel Committee shall be carried out in accordance with applicable State laws. 1. Promotes staff development and professional growth. 2. Considers questions of professional ethics. 3. Reviews and makes recommendations concerning Trustees' Grant Proposals and other faculty proposals as necessary. 4. Coordinates social activities. 5. Reviews materials and makes recommendations concerning faculty awards. Proposed Revised Charge of PROFESSIONAL PERSONNEL COMMITTEE All responsibilities of the Professional Personnel Committee shall be carried out in accordance with applicable State laws. 1. Promotes professional development and growth. 2. Considers questions of professional ethics. 3. Provides at least one representative to the Program Development Projects Committee for reviewing and recommending funding for PDP's and other faculty proposals as necessary. 4. Provides at least one representative to the Advisory Committee for Employee Development (ACED) for reviewing and recommending Flex Day activities. 5. Coordinates social activities. 6. Reviews materials and makes recommendations concerning faculty awards.</td>
<td>Action</td>
</tr>
<tr>
<td>Approval of faculty representative to the PDP (Program Development Projects) Committee</td>
<td>Bruno 3</td>
<td></td>
<td>Approval of faculty representative to the PDP (Program Development Projects) Committee PDP members include the chair of Professional Personnel Committee, 1 faculty rep, 1 classified rep, 1 dean of student services, 1 dean of instruction, chair of ACED. Shari Bookstaff has been recommended to serve as faculty representative to the PDP.</td>
<td></td>
</tr>
<tr>
<td>Approval of nominee for Regina Stanback Stroud Diversity Award</td>
<td>Bruno 3</td>
<td></td>
<td>Approval of nominee for Regina Stanback Stroud Diversity Award PPC plans to nominate Kimberley Jackson of Music for the RSSDA.</td>
<td></td>
</tr>
<tr>
<td>Approval of a social event/activity as recommended by the PPC</td>
<td>Bruno 3</td>
<td></td>
<td>Approval of a social event/activity as recommended by the PPC Bruno: Considering April 18 for a special event including a reception for Faculty and Staff.</td>
<td></td>
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### Board Policy 6.22

Educational Policy Committee asks the senate to vote to make recommendations for revisions to Board policy 6.22.

Escobar: Our policy language is out of compliance with Title V; The term “regionally” refers to course work from accredited colleges; academic renewal doesn’t trump repetition rules; all other changes are cleaning up the language for clarity.

M: Velez S: Browne /U

### By-Laws

Article II – main discussions: roles of elected members

Article III – main discussions: duties and committee charges

Language/revisions proposed:
- The president shall generally abstain from voting, and may vote in cases to achieve quorum or to break a tie.
- Clean up of outdated language regarding the conducting of business in the digital age
- Suggestion that up to three adjunct representatives be added as members who may be elected for one-year terms, serving as voting at-large representatives of all adjunct faculty, not as a single division.

### Final Announcements and Adjournment

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<thead>
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</thead>
<tbody>
<tr>
<td>Announcements</td>
<td>Shaw</td>
<td>35</td>
<td></td>
<td>Information</td>
</tr>
<tr>
<td>Next meeting</td>
<td>Shaw</td>
<td>1</td>
<td>Friday, February 28, 2014.</td>
<td>Information</td>
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<tr>
<td>Adjournment</td>
<td>Shaw</td>
<td>0</td>
<td>M: Ghanma /S: Bruno /U</td>
<td>Action</td>
</tr>
</tbody>
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Minutes submitted by: Fredricks